**Basic Steps for Problem Solving**

1. **Read** the problem slowly.
2. **Who** is involved in the problem?
3. **What** is involved in the problem?
4. **Draw** Unit Bars of equal length.
5. **Read again**-one part at a time.
6. What is the **question** to be solved?
7. Work through **computation** in chunks.
8. **Answer** question in a complete sentence.
9. Does the answer **make sense**?

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